

Minnesota Department of Public Safety
Office of Justice Programs (OJP)
Crime Victim Services
445 Minnesota Street, Suite 2300
St. Paul, Minnesota 55101-1515
1-888-622-8799

Request for Proposals
VOCA Training 2016
Due March 30, 2016

Purpose

The purpose of this Request for Proposals (RFP) is to solicit applications from statewide crime victim coalitions for training projects designed to improve the work of crime victim direct service providers.

Grant Term

Applicants may apply for one-time funding for the grant period May 1, 2016 – June 30, 2018.

Eligible Applicants

Eligible applicants are Mending the Sacred Hoop, Minnesota Alliance on Crime, Minnesota Children's Alliance, Minnesota Coalition Against Sexual Assault, Minnesota Coalition for Battered Women, and Minnesota Indian Women's Sexual Assault Coalition.

Application Deadline

The application must be submitted using the web-based E-grants system by 4:00 p.m. on March 30, 2016.

Funds Available

\$427,000 in Victims of Crime Act (VOCA) funding is available for application.

Eligible Expenses

Costs related to providing training including travel, lodging, food reimbursement, speaker fees, training development and preparation and training materials, training space rental fees and training activities. Questions about other specific costs should be directed to your OJP grant manager.

Application Process

All applications should be submitted via E-grants, the OJP online grants management system, at <https://app.dps.mn.gov/egrants/>. When ready to submit your application, click on "View Status Options" from your Grant Menu and then click on "Apply Status" under the *Application Submitted* option. For assistance submitting your application or navigating through the application, you should reference the Grantee/User Manual by clicking on the *Training Materials* link at the top of most E-grants screens.

Technical Assistance

For questions regarding the application, please contact your organization's assigned OJP grant manager.

Match Requirements

There are no match requirements with these funds.

Application Components

The following will be addressed in the E-grants application:

- A. Applicant Form
- B. Terms and Conditions
- C. Grant Program Guidelines and Certifications
- D. General and Administrative Standards
- E. Narrative
- F. Budget

A. Applicant Form

Applicants need to complete every field of the form provided. This form lists the authorized representatives for the program and other identifying information.

B. Terms and Conditions

As part of submitting this application in E-grants the applicant agency agrees to the Terms and Conditions. These address State requirements such as worker's compensation and data privacy. By agreeing to these in E-grants the applicant is certifying that they have the authority to make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in E-grants. This document becomes, by reference, part of the formal grant contract agreement.

C. Grant Program Guidelines and Certifications

As part of submitting this application in E-grants the applicant agency agrees to the Grant Program Guidelines. These address requirements such as civil rights and affirmative action. In addition grantees agree to follow the OJP Grant Manual which provides basic information on policies and procedures for grant administration. By agreeing to these in E-grants the applicant is certifying that they have the authority to make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in E-grants. This document becomes, by reference, part of the formal grant contract agreement.

Applicants are also required to sign and upload the following certifications:

- USDOJ Certifications
- EEOP Certification
- Civil Rights Training

D. General and Administrative Standards

Applicants must confirm their organization meets all *General and Administrative Standards*.

E. Narrative

Applicants must detail their training plan including:

- a. Description of the training you hope to provide with this VOCA funding – if planning more than one training, clearly identify each by giving them unique names.
- b. If you have provided any of the proposed training events in the past, identify which are to be replicated and which are new. For replicated training, detail previous evaluation results or anecdotal response by attendees that speaks to the need for repeated training.
- c. Per training, provide the intended audience, length of training, & estimated numbers of attendees.
- d. Explanation of the need for each intended training and what unmet needs will be addressed through conducting each training. Explain why you've chosen the particular training and the potential impact on direct service providers.
- e. Detail how training content will be evaluated by attendees.
- f. Explanation of what assistance (if any) you plan to provide to attendees to attend training (i.e., mileage reimbursement, lodging, etc.) and why.
- g. If planning more than one event, prioritize the training events by ranking them in importance (most critical to least critical) and explain the ranking.

F. Budget

Applicants should budget their entire request under the “VOCA-eligible” budget column. All expenses must be VOCA-eligible in accordance with the *Budget Allocation Guide* found in the budget pages of the application in E-grants.

VOCA Food and Beverage Cost Policy: No VOCA funding can be used to purchase food and/or beverages for any meeting, conference, training or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from the federal Office of Justice Programs. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy. Food reimbursement must comply with the “Commissioner's Plan” guidelines. See the OJP Grant Manual, Appendix B for information: <https://dps.mn.gov/divisions/ojp/grants/Documents/grant%20manual%20current.pdf>

Application Review Process

Applications will be reviewed by OJP staff and funded based on a clear and thorough response to the RFP, the clarity of budget documents and a compelling narrative.

Post Award Requirements

- **Grant contract process.** OJP staff will work with the applicant to negotiate a final budget. The formal grant contract will be initiated, signed by the grantee and OJP, and fully executed. It is then a legally binding agreement. Grant agreements not signed and returned within 30 days of receipt may be canceled.
- **Risk Assessment.** In accordance with federal guidance finalists for OJP grants will have a Risk Assessment completed by OJP before a grant becomes fully executed. Updated financial documents will be requested for the risk assessment, (i.e., board-reviewed internal financial statements or IRS Form 990) if not already on file.
- **Progress reporting.** Grantees will be required to submit narrative reports every 6 months detailing the use of the funding and accomplishments. The final narrative report will request detail regarding the numbers of people trained.
- **Grant payments.** This is a cost reimbursement grant. The grantee will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget. A one-month's cash advance at the beginning of the grant period may be requested, followed by quarterly (or monthly in some circumstances) reimbursements. **The first Financial Status Report (FSR) will be for 2 months only and must be submitted for expenses up to 6/30/16 – the end of the state fiscal year – even if no costs have yet been incurred. See grant manager for assistance.**

Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State will not award a grant contract solely on the basis of an application made in response to this request, or pay for information solicited or obtained as part of this process.